

To: Curtis Carey (Carey.Curtis@epa.gov)[Carey.Curtis@epa.gov]; Cox, Sandra[Cox.Sandra@epa.gov]
From: Washburn, Ben
Sent: Tue 12/8/2015 10:12:11 PM
Subject: St. Louis Site Travel Request Form

Curtis,

Here is my travel request form for the upcoming meetings in St. Louis.

TRAVEL REQUEST FORM

Instructions:

a. Employee complete yellow highlighted fields or note 'N/A'. Must provide accounting codes/information. ECO or OPA accounting from Aaron Casady. Information for others from their budget person.

b. Forward via email to director with a copy to deputy director and EOM. (Approver will reply to all with approval, EOM will forward to R7 Travel.)

1. Traveler (Last, First, MI):

Washburn, Benjamin M.
(mm/dd/yyyy):

12/8/2015

3. Division/Branch:

RGAD4. Phone Extension:
IO/OPA

7364

5. Travel Begin Date (mm/dd/yyyy):

12/10/2015
(mm/dd/yyyy):

12/15/2015

7. Travel Begin Time (Approx. Hour):

1300. Travel End Time (Approx. Hour): 2100

9. Destination(s): St. Louis, Mo.

10. Description of Purpose of Travel: Public Engagement Activities

11. Select One Purpose Code from the boxes below and if applicable training/conference code:

Site Visit

SUPERFUND Site Travel

X

Informational Meeting

Conference travel

Training Travel

RCRA Site Travel

Speech or Presentation

Special Mission travel

Enforcement-Related Travel (NOSF)

State-Related Travel

Other travel

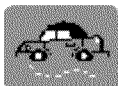
TRAINING OR CONFERENCE CODE (required for all EPA training/conferences)

12. Mode(s) of Travel (check applicable):

POV GOV RENTAL FLIGHT
X CAR

Motorcycle Other (specify):

13. Reservations Needed (Y/N):



Rental Car or GOV

14. Justification for Use of Rental Car:

(if applicable)



Hotel Reservations

(Guaranteed Late Arrival)

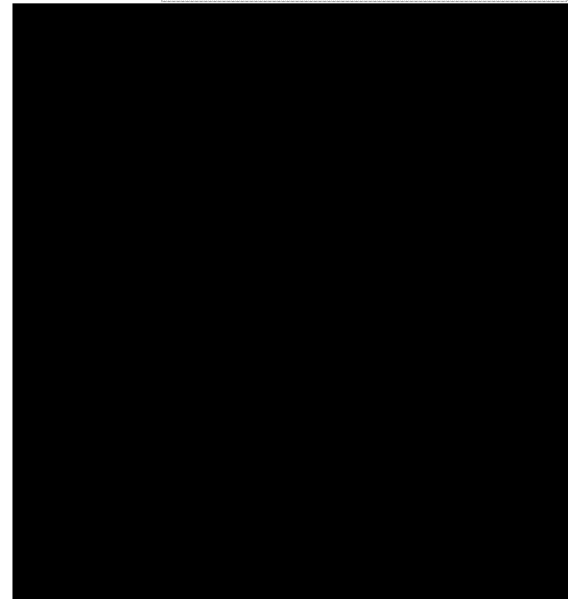
Reservations needed (Y/N): N

Has a block been reserved (Y/N)

If yes, where and under what name EPA block



19. Hotel Name: Renaissance St. Louis Airport



26. Check-in Date (mm/dd/yyyy):

12/7/2015

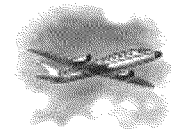
28. Room Preference (check one):

27. Check-out Date (mm/dd/yyyy):

12/8/2015

2 DBL KING Smoking Non-Smoking X
QUEEN X

29. Authorization for conference rate lodging (up to 125% of per diem rate), or actual lodging costs (up to 300% of per diem rate):



Airline

30. Requested Departure Time:

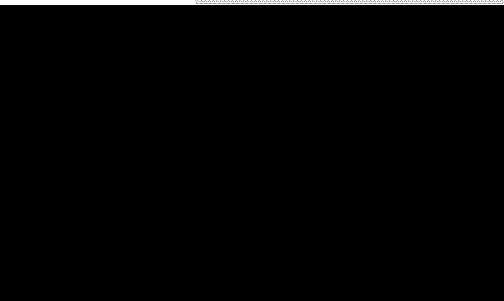
31. Requested Arrival Time:

32. Requested Return Time:

33. Requested Arrival Time:

34. Justification for use of non-contract carrier:

35. Reservation Information – carrier, flight numbers, cost:



36. Estimate Expenses:

POV mileage (in miles, one way)– to/from transportation center (airport/train station, etc.)

POV aircraft

ATM fee

ATM machine fee

Bike rental

Baggage fees

Excess baggage

Gas-rental car/GOV

Highway/bridge tolls

Hotel tax (CONUS only)

Internet connection fee

Laundry/Dry cleaning (CONUS only)

Public transit

Parking

POV mileage to destination if authorized. Refer to GSA mileage reimbursement rates/guidelines.

Privately owned motorcycle

Phone call business

Phone call home

Supplies (justification required)

TMC fee

Tolls (highway/bridge/etc.)

Transportation office/residence

Transportation airport/hotel

MISC:

Other:

37. How will travel be funded?

Appropriation.	PRC Code	Site Code/Conference Code if Applicable	%
B	ZZZME8		
B	ZZZGF2		
T	303DC6 (Superfund)		
T	303DD2 (Superfund)	0714 West Lake Landfill	100
T	501EC7 (Superfund)		

PAID BY OTHER DIVISION OR HQ? YES NO

If YES, be sure to add accounting information in blanks above.

38. Special Instructions:

a) If your travel plans change you are responsible for calling the hotel to cancel the reservation.

b) If you are in travel status, call the airline direct to make flight changes, or Omega Travel 855-326-5402 (7 a.m. to 10 p.m. EST) same # for Emergency, code A-2D51-EPA

c) Use EPA issued cell phone whenever possible.

d) R7 toll free voice mail phone 1-800-848-4568.

Benjamin M. Washburn

Public Affairs Specialist

EPA Region 7

(913) 551-7364